

# ***Reject GA Reports***

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## **Scope**

This section describes how to use SFA FMS to Reject GA Monthly or Quarterly Reports.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA Financial Partner Manager

## **Distribution**

N/A

## **Ownership**

N/A

## **Activity Preface**

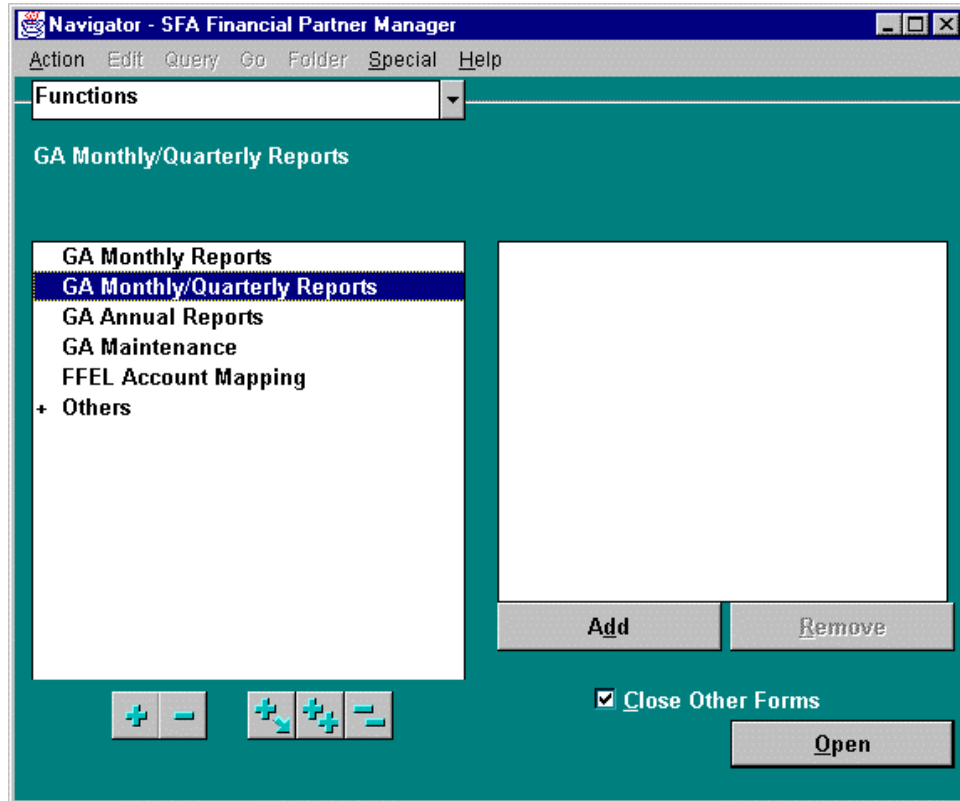
This activity is performed whenever the appropriate authority needs to Reject a GA Monthly or Quarterly Report.

This procedure continues from:

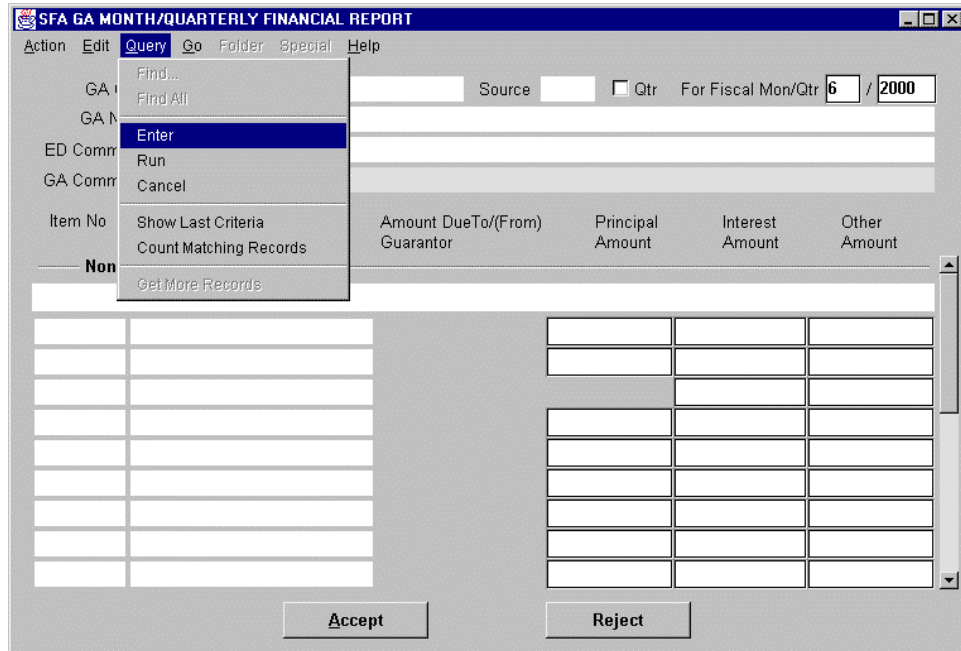
*Review and Approve Form 2000 Invoice for Payment [PROG0006]*

## Reject GA Reports Reports-SFA Financial Partner Manager

1. From the Navigator window, click **GA Monthly/Quarterly Reports**.



2. Click the **Open** button. The "SFA GA Month/Quarterly Financial Report" window appears. The reports appear in ascending order by GA codes with reports for a particular GA code in reverse chronological order by fiscal month and year.



3. Select **Enter** from the **Query** menu to query on a specific field. The fields in the “SFA GA Month/Quarterly Financial Report” window are cleared. This prepares the system to accept your search criteria.
4. Tab to the field in which you would like to search and type the report that you would like to find.
5. Select **Run** from the **Query** menu. The “SFA GA Month/Quarterly Financial Report” window appears with the reports that match your search in ascending order by GA codes with reports for a particular GA code in reverse chronological order by Fiscal Month and Year.

**SFA GA MONTH/QUARTERLY FINANCIAL REPORT**

Action Edit Query Go Folder Special Help

GA Code **235** Status **Submitted** Source **Form** ☒ Qtr For Fiscal Mon/Qtr **6** / **2000**

GA Name **GA Institution Name 235**

ED Comments

GA Comments

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
<b>Non-Payment Activity</b>					
<b>Agency Accruals</b>					
MR-24	Collection Terminations	0.00	0.00	0.00	
MR-25	Compromises	1289530.00	74327.00	9272.00	
MR-26	Agency Accruals		106377114.00	24130545.00	
MR-27	Default FFEL Consolidated by	51721709.00	8296849.00	10869332.00	
MR-28	Subrogated Loans	5196163.00	1050300.00	3318.00	
MR-29	Default Loans Transferred Out	0.00	0.00	0.00	
MR-30	Default Loans Transferred In	0.00	0.00	0.00	
MR-31	Other Transactions Affecting F	641618.00	487420.00	64448.00	
MR-32	Ending Balance on Defaulted	0.00	0.00	0.00	

Accept Reject

6. Once the report has been reviewed and determined rejectionable, click the **ED Comments** field. ED comments are required in order to reject the report.
7. Type your initials, followed by today's date: and the reason for rejecting the report. If comments already exist in the field, new comments should be entered at the beginning of the line.
8. Click the **Editor** icon on the **Toolbar**. The "Editor" window appears.

**Editor**

LJC 10/30/00: please review line MR-31

Search OK Cancel

9. Type your initials followed by the date: and reason for rejection. Click the **OK** button. The "SFA GA Monthly Financial Report" window appears with the comment field updated.

**SFA GA MONTH/QUARTERLY FINANCIAL REPORT**

Action Edit Query Go Folder Special Help

GA Code **235** Status **Submitted** Source **Form** ☒ Qtr For Fiscal Mon/Qtr **6** / **2000**

GA Name **GA Institution Name 235**

ED Comments

GA Comments

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MR-32	Ending Balance on Defaulted		0.00	0.00	0.00

Accept Reject

- Click the **Reject** button. The “SFA GA Month/Quarterly Financial Report” window appears with the **Accept** and **Reject** buttons disabled and the **Status** field updated to Rejected.

**FYI:** Once the SFA Financial Partner Manager has rejected a GA report, they can no longer make any updates to the ED Comments field until the GA resubmits the report. If further communication with the GA is required, the SFA Financial Partner Manager will need to manually contact the GA via telephone or E-mail. Upon rejection of the report, the GA contact will receive an email notification. The GA can then access the rejected report, make modifications, and resubmit the report.

- Click the **X** button to close the “SFA GA Month/Quarterly Financial Report” window. The “Navigator – SFA Financial Partner Manager” window appears

**End of activity.**

